

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday January 19, 2011
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:20 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, HR Specialist Taubel, ITMgr Lacey, PHA Fritz and PP Kester (8:23)

Excused: COMP Stoffel and PC Stanke

Also Present: ITSupv James and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of September 15, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by HR Specialist Taubel to approve the minutes of the September 15, 2010 IT Steering Committee meeting as submitted. Motion carried.

D. Public Comments on any matter of concern to this Agenda
(Five (5) minute time limit for each person)

NONE

E. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed the monthly IT Department report. It is projected that there will be an IT Department budget balance of between \$9,000 and \$10,000

and \$5,000 of that amount will be requested to be carried into 2011 to cover the \$5,000 reduction in the 2011 budget for contract services.

Purchases of “blocks of service” from outside vendors for training, etc. was explained and how the times of these training assists were accounted for. Examples were Avastone and Common Sense, etc.

Questions concerning the hardware purchases – a new tablet PC for the Sanitarian to replace one that is four years old and getting an ATM located in City Hall – were answered satisfactorily.

The major project of the year, drawing together data from a variety of departments into one data base, to be used by all departments, is not moving forward as quickly as envisioned. CHAIRMAN Wisneski volunteered to approach the Mayor and discuss with him how this slowdown can be resolved. A question was asked about the intern position. ITSupv James reported that his part of the project would depend on whether the department can get the intern to relieve some of his time on the phones, etc.

F. ACTION ITEMS – (1) Committee update on and demonstration of City of Menasha INTRANET and discussion on designating the INTRANET as the employee’s home page

1. Discussion on the benefits of the Intranet becoming more and more evident to employees, but not everyone is looking there first. Committee members explained how they have helped other staff members find information located on the INTRANET. Motion by ITMgr Lacey, second by PHA Fritz to designate the INTRANET as the employee home page for a six (6) months’ trial. Motion carried. ITMgr Lacey and ITSupv James will put out a memo to employees with steps on how to make this the home page. It was also mentioned that there are now groups (Utilities, Fire Dept., and Library) set up and access can be gained from home computers.

ACTION ITEMS – (2) Committee discussion and recommendation on entering into an agreement with Common Sense Solutions LLC for consulting services for 2011

The Committee heard from Mr. Schmitz who presented his biography and outline of past work for the City. He wanted whole Committee to understand his role as an outside consultant for IT, particularly since there as such a new membership of the Committee. The proposal of the new (renewal) contract for consulting

services for 2011 was discussed. He explained the only out-of-pocket expenses he submits are for mileage at the going state rate of reimbursement.

A copy of the contract proposal from Mr. Schmitz was reviewed after he left (approx. 9:20 AM). ITMgr Lacey stated the contract is basically a copy of the same one approved by past Councils and is identical to last year (2010) with the exception of the year in the date.

A concern was raised about the cost at \$200 per hour but it was explained that usual IT costs are in the \$400 per hour range. A suggestion made that the Committee receive a copy of the contract in the future, prior to the meeting, in order to study and have the necessary information to approve it. Motion made by ITMgr Lacey, seconded by CHAIRMAN Wisneski, to recommend to the Council to approve the contract with Common Sense Solutions as presented. Motion carried

ACTION ITEMS – (3) Committee discussion and action on next IT Steering Committee meeting date – February 16th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, February 21st at 8:15 AM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:38 AM.

Respectfully submitted,

Susan Wisneski
Acting Committee Secretary